



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)*



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-09-0231-PP	2. <u>Title, Series, Grade, Salary</u> Financial Manager (Chief Financial Officer) (070360) GS-505-14 \$99,892 to \$129,865 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8am – 4:30pm M-F	4. <u>Duty Station</u> Fiscal Service, Portland Division
5. <u>Type & Number of Vacancies</u> Temporary Promotion NTE 1 year 1 full-time position	6. <u>Contact</u> Human Resources 503-273-5236	7. <u>Opening Date</u> 05/15/09	8. <u>Closing Date</u> 05/19/09

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees in Fiscal Service ONLY.

MAJOR DUTIES:

Chief Fiscal Officer provides financial services to a large, complex, multi-site medical center which serves as a tertiary referral center and a transplant referral center for other VAMC and sharing partners. Effective financial management is necessary to support the fundamental mission of the medical facility as well as the complexity of its support missions within the VA organization. Services affect the effective and efficient operations of a VISN Headquarters, a major tertiary medical center with two campuses and several community based outpatient clinics, two Veterans Outreach Centers, a VA cemetery, a VA Regional Council Headquarters, a major Research Program and Organization, and numerous headquarters special programs. In addition, the incumbent oversees financial support or assistance for numerous virtual VACO field offices and remotely located personnel who are organizationally aligned to various parts of the VA and VHA structure (examples include an Office of Resolution Management, VAHQ staff personnel and others). The incumbent is responsible for fund maintenance of programs, appropriateness of expenditures, collection of funds and ensuring the fiscal integrity of all financial records at the medical center. This includes coordination of Medical Care Cost Fund (MCCF) revenue program operations and collection of government funds. The incumbent is also responsible for the supervision and control of all facility financial functions, to include Budget, General Ledger Accounting, Cost Accounting, Voucher Audit and Accounts Payable, Agent Cashier, Accounts Receivable, Outsourcing Purchased Care Management, Credit Card Management, Employee Travel, General Post Funds and the Revenue Program. Functions involve the expenditure of public, trust and deposit funds in accordance with applicable laws and regulations. The scope and variety of teaching and research programs significantly impact of the medical center's financial management program. Responsibilities are also impacted by the complexity of operating programs and their varied operating requirements, i.e., major and minor construction projects, debt collections, sharing agreements with DOD, VISN National Programs. The incumbent has responsibility for the formulation, review, and execution of the financial plans for the operation of the medical center.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0505 Financial Management series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: At least one (1) year of experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:

1. Comprehensive knowledge of the range of Financial and administrative laws, policies, regulations, and precedents applicable to the administration of an organization's programs;
2. Ability to communicate orally and in writing on a wide range of technical and financial matters (special reports,

(Continued on next page)

- position papers, legislation, and regulations);
3. Ability to apply, interpret, and implement policy, procedures, reports, legislation, regulations, and other guidelines in order to determine how they affect current processes and to recommend appropriate action and/or application;
 4. Knowledge of the mission, organization, programs, functions and requirements of the VA health care delivery system and other private and public systems, and the ability to use this knowledge in solving multi-dimensional problems.
 5. Knowledge of construction accounting systems as well as budgetary appropriations for minor construction, major construction, and maintenance and repair category breakouts.

CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended
4. OF-612, Resume, and/or MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

All application packets must be received in Human Resources by Close of Business (COB) on 05/19/09.

Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-09-0231-PP

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting

applications.

- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**